

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Ideas for 1973 Conference

1. I believe that a portion of this year's Records Officers Conference should be devoted to a briefing to the total assembly given by the 4 Directorate Technical Officers. This briefing would give all an idea of the status of the respective programs.

2. Introduction of the Senior RMO's to the entire assembly. There must be communication between component RMO's and the Senior RMO's.

3. The conference should be limited to 2 1/2 days.

4. The Executive Director-Comptroller should address the group.

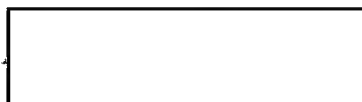
5. Individual Directorate sessions should be limited to 1 day.

6. A very detailed and descriptive outline of what we should be reporting to Top Management must be presented.

7. Subjects such as Word Processing, COM, Declassification, etc., should be included.

8. The agenda should be developed by a committee with representation from each Directorate and the RAB.

9. I recommend that a form be designed to query all Records Officers immediately, to request from them, subjects they think should be included.



STAT

1973 RECORDS MANAGEMENT CONFERENCE

Your request for thoughts on the Records Conference scheduled in October 1973, I offer the following:

1. Should continue to be a full 3 day session.
2. Attempt to get either the DCI or DDCI as keynoter. This could be the opening of the session or perhaps the first evening.
3. Rather than the directorates getting together the entire time as last year, set aside a full day, or longer, as a joint effort and have mutual topics such as:

SUPPORT INFORMATION PROCESSING (SIPS) - since we are coming closer and closer to some of their systems being operational a thorough briefing (perhaps with charts, slides, etc) on this should be of interest to all the Records Officers. Briefing could consist of impact on forms, systems, use of COM, new equipment being introduced, etc.

WORD PROCESSING - by the time of the conference we should know the direction we are going in this new innovation. (If a task force is formed we should hear from them on any proposals or decisions)

CLASSIFICATION/DECLASSIFICATION - no doubt there will still be much to be covered on this subject.

SURVEY - OFFICE OF PERSONNEL - this could be a way of advertising the Central Staff doing surveys.

RECORDS MANAGEMENT BOARD - present their views, inform us all what is happening, and perhaps a birds eye view of impending actions. (Maybe the board could be used to wrap-up the conference.)



STAT

Subject: Ideas for the Records Officer Conference

Most records officers look forward to the conference as a means for gathering information and ideas that they can apply when they return to their offices. They are eager for new information. We should solicit topics of interest from them as well as have a few records officers discuss something that took place within their area of concern, such as, converting to different equipment; introduction of the word processing equipment and its effect on the people within the office; a files survey; a microfilm application; a clean-up project; I understand Commo's records officer will have made a trip to several field stations, perhaps we can hear about records problems surfaced there.

A 2½ day conference appeals to most of us, beyond that it begins to drag. We need a good keynoter, someone from the top --we enjoyed Mr. Colby and would welcome him again.

We have classification/declassification, word processing, downgrading documents, retention plans, training programs, and copying machines that have been revitalized during the year and might be good topics to present at the conference.



2/22/73

STAT

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100090030-6

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Recommendations for Next Records Management Conference

1. Recommend RAB take a more vigorous and visible part in leading the conference this year - to include conducting some of the periods in general session, specifically:

a. By the time of the next conference we should have resolved any disagreements as to RAB's roles and functions and arrived at specific goals and objectives. In addition, the Directorates should have set their objectives for FY 74. During the first formal general session these objectives should be presented, priorities stated, and programs inter-related so everyone knows where we are and where we are going and what their own role is. The rest of the conference would emphasize "how we are going to achieve these objectives".

I suggest that Mr. Colby could follow  pre-  
sentation of these objectives with a brief statement emphasizing their importance and that they have his unqualified support.

STAT

b. Each office which plays a part of records management should prepare an informative presentation of its role and functions and how it can assist the office or branch "records manager", for example, these should include Regulations Branch, Microfilm Branch, SIPS, OTR Management Training Staff, Logistics Mail and Courier Services Staff, Logistics "Office Machine Control Section" (what ever evolves), Records Center, RAB, and others. In addition, those offices have a major interest in information science such as CRS, IDS, <sup>OCs and</sup> NPIC should prepare a

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100090030-6

presentation of their activities, for everyone's information.

ILLEGIB

We should also prepare demonstrations of new techniques and equipment (word processing, copying, filing, etc.) to show recent applications in various offices. I envision this as a "county fair" demonstration. I expect "Declassification" should be covered here, and our "newsletter" as well.

c. I expect that by the time of the next conference I could make an oral presentation of the results or at least the findings on the "Records Management Career Service". Hopefully we will have identified "who is a records manager" and "what should he do".

d. We should also be able to present a report of what we have done to identify and train good records managers, including our success in influencing their assignment and promotion. We should also report on our efforts to improve the understanding and quality of records management in the Agency as a whole, particularly among those who are not records managers.

2. Recommend the remainder of the conference be conducted much as it was last year - in informal Directorate sessions with each Directorate required to report its activities back to the general session. Hopefully the theme would change from "Lets Get Organized" to "This is What We're Doing and What We're Going to do!"

STAT

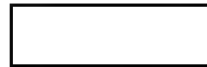
MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : RMO Conference

1. The general feelings towards the last conference were that it was good and that a 73 conference should be held.

2. The major thought on why it was successful was because of the Directorate get-togethers. The people that have the same interests get more from each other than the 71 conference which had people from all Directorates mixed together on a panel.

3. Another reasons for its success was the program was based mainly on, "at home facts", not future pipe dreans and equipment lectures. The RMO is mainly concerned with his own problems and related data and not that of some other RMO he probably will never contact or see except at the conferences.



ILLEGIB

STAT

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100090030-6

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100090030-6